

Statewide Announcement is made of the following Active Guard Reserve (AGR) Position in the Nevada Air National Guard

Announcement Number:	13-055
Date of announcement:	22 August 2013
Closing Date:	12 September 2013 (All applications must be received before 1600 on the closing date)
Start Date No Later Than:	N/A
Position Description & #:	Personnel Craftsman #(0841031)
Duty Location:	Creech AFB, NV
Unit:	232d Operations Squadron
Area of Consideration:	Statewide*; Current members of the Nevada Air National Guard
Grade:	Enlisted, Min E-5/SSgt-Max E-6/TSgt
AFSC:	3S0X1 Preferred but not required. Must be eligible to become 3S0X1 qualified. Failure to complete 3S0X1 course will result in the termination of AGR tour.
Salary:	Full military pay and allowances depending on rank and longevity
Initial Tour Length:	3 years
Human Resources Point of Contact:	SFC Anderson (775) 887-7391/DSN 530-7391 troy.h.anderson.mil@mail.mil
Unit Point of Contact:	SMSgt Victoriana Miller (702) 652-2840/DSN 682-2840 victoriana.miller@us.af.mil
NOTE: *Statewide means; Only current members of the Nevada Air National Guard AGR's, Active Duty or Traditional Guard Status may apply. Applicants on Active Duty Title 10 must ETS within 90 days of closing date.	

HOW TO APPLY:**INTERESTED APPLICANTS MUST FORWARD THIS CHECKLIST WITH THE FOLLOWING DOCUMENTATION IN ORDER, NO BINDERS OR STAPLES PLEASE!**

1. Initial NGB Form 34-1, dated 201011, must be complete with original signature (Available on NGB Forms) http://www.ngbpdc.ngb.army.mil/forms/ngbf34_1.htm
2. Initial Physical:
 - **AF Form 422**, Physical Profile Serial Report, (Current within 12 Months)
 - **AF Form 1042**, (Only required if announcement requires applicant to be on Flight status)
 - Medical documents which indicates a Permanent Profile higher than a “1” in any of the PULHES fields of the physical (if applicable). Medical documents for any Temporary Profiles. Selected applicant will have to fill out a DD FORM 2870, AUTHORIZATION FOR DISCLOSURE OF MEDICAL OR DENTAL INFORMATION before start date.
3. Initial All DD Form 214 (s), NGB Form 22 (s), and DD Form 215(s) covering any active duty period. **DD 214 copy must include bottom portion that identifies Separation Code. DD 214 Member 4 will have Separation Code.**
4. Initial Current AF Form 526 Retirement Point Credit Record (Guard/Reserve members only).
5. Initial Current RIP Sheet within the last 30 days (RIP must show your ASVAB scores and awarded AFSCs).
6. Initial Air Force Fitness Management System (AFFMS) printout showing a score of at least 75%.
7. Initial A memo from Security Manager showing current clearance. Must currently hold a Secret Security Clearance.
8. Initial Resume and any supporting documentation to reflect experience, training for the advertised position to include civilian degrees, and letters of recommendation.
9. Initial Last five EPRs/OPRs (if applicable). Submit a memo to the President of the Board, explaining reason(s) for any missing or not requiring of EPR/OPRs.
10. Initial Photograph:
 - Official Military Photo in Dress uniform without headgear preferred (Home Photo is acceptable). Photo in Airman Battle Uniform accepted if Service member does not have dress uniform. If not available submit memo to President of the Board explaining why you do not have a dress uniform photo (if applicable).
11. Initial Copy of Air Force Certificates of Training, to include highest PME completed, documenting military education appropriate to branch/AFSC which qualified.

12. Initial Applicants email address: _____
(Applicants will be contacted by email or phone for interviews)

Applications without all required supporting documents will not be considered and will not be returned. Applications received after 1600 on the closing date will not be considered and will not be returned.

US Government postage and envelopes may not be used for submitting applications. Qualified applicants will be contacted for interviews. The Board President or Human Resource Office will contact all applicants to notify them of recommendation or non-recommendation either by phone or by memorandum. If there are three or less applicants a formal board may not be held.

Submit applications to:

Nevada Military Department

ATTN: HRO AGR Branch NGNV-HR-AG

2460 Fairview Drive, Carson City Nevada 89701-5502

All applications must be received before 1600 on the closing date of this announcement. If applying for multiple job announcements you must fill out a complete packet for each announcement.

PRIMARY DUTIES AND RESPONSIBILITIES:

Major duties: This position is located in 232d Operations Squadron, Nevada Air National Guard at Creech AFB Las Vegas, Nevada. Supervises and performs personnel activities and functions, including personnel action requests; source documents; unit, field, and master personnel records; and Commander's Support Staff (CSS) tasks. Interviews and classifies airmen and officers. Advises on career progression. Updates military personnel data system (PDS) records. Manages Air Force retention programs, assists military personnel in making career decisions, and advises on benefit programs. Ensures compliance with personnel policies, directives, and procedures. Related DoD Occupational Subgroup: 153100.

Duties and Responsibilities:

- Advises officers and airmen on military personnel issues and programs. Conducts interviews to determine individual interests, qualifications, and personnel data. Briefs provisions of personnel programs such as assignments, promotions, separations, retirements, benefit programs, retention, bonus, classification, training and retraining, and personnel reliability program, and career progression. Helps commanders develop career information and motivation programs. Manages selective reenlistment and career airman reenlistment reservation programs. Counsels airmen on reenlistment opportunities and benefits. Monitors retention programs and provides reports and statistics. Helps users determine training requirements, methods, and procedures.
- Creates, maintains, and audits personnel records. Records information in unit, field, and PDS records. Prepares and maintains personnel records, aeronautical orders, and personnel action requests. Prepares and processes documentation for administration of quality control programs. Reviews personnel records, and interviews individuals to ensure accuracy of information. Compares basic records with source documents, transaction registers, and management products. Inspects records, master personnel, and command and field personnel records. Reviews and processes evaluation reports.
- Performs personnel actions. Updates computerized personnel data. Conducts in and out processing. Monitors personnel readiness programs. Schedules individuals for processing personnel actions such as reenlistment, promotion, separation, retirement, or reassignment. Administers standard tests, acts as test monitor, scores tests, and records results. Prepares and processes correspondence, forms, and PDS transactions. Advises members on official and personal obligations incident to relocation, training, and promotion. Prepares and processes relocation actions. Processes documents required to support service awards and decorations. Prepares DD Form 93, Record of Emergency Data. Maintains files of correspondence, directives, instructions, and other publications.
- Provides casualty assistance. Administers casualty program. Prepares related reports and documents. Assists next of kin of deceased and missing personnel to apply for death gratuity pay, arrears of pay, veterans' affairs, social security,

government and commercial life insurance, and other benefits.

- Oversees personnel activities and functions. Inspects personnel activities for compliance with policies and directives. Reports discrepancies and recommends corrective action. Monitors personnel actions for timeliness, propriety, and accuracy. Ensures proper counseling of individuals on personnel programs, procedures, and benefits. Organizes and compiles management data and submits reports.
- Performs CSS administrative functions. Prepares and processes administrative support actions relating to unit programs such as military sponsor, weight and body fat, squadron information, and enlisted and officer professional military education. Processes dental and physical rosters. Manages unit leave control program. Maintains suspense system for personnel actions and correspondence. Maintains and monitors duty status changes. Requisitions and maintains current study reference material for the airman promotion system. Prepares and processes Articles 15, letters of reprimand, investigation reports, unfavorable information files, and separation actions.
- Performs Personnel Support for Contingency Operations (PERSCO) functions

AFSC QUALIFICATION REQUIREMENTS:

3S0X1 preferred but not required. Must be able to become 3S0X1 qualified. Failure to complete 3S0X1 course will result in the termination of AGR tour.

Mandatory AFSC Entry Requirements:

- Aptitude Admin 41
- Demonstrated Weight lift of 40 lbs
- PULHES 333233

ADDITIONAL REQUIREMENTS:

3.1. Knowledge. Knowledge is mandatory of: officer and airman classification systems and procedures; preparing and maintaining personnel records; assignment, promotion, testing, customer service, quality force, personnel readiness, PERSCO and deployment/mobilization procedures; interviewing and counseling techniques; policies and procedures relating to administrative communications, correspondence, messages, and general office management; overall organizational structure and its interrelationship with the mission; terminology and procedures employed within functional areas assigned; policies, programs, and procedures of agencies administering and providing benefits to military personnel, retirees, and family members; PDS capabilities and applications; occupational survey procedures; benefit programs; and principles, policies, and concepts of personnel management.

3.2. Education. For entry into this specialty completion of high school is mandatory. Completion of related vocational courses is highly desirable.

3.3. Experience. The following experience is mandatory for award of the AFSC indicated:

3.4.1. 3S051. Qualification in and possession of AFSC 3S031. Also, experience in functions such as maintaining personnel records, counseling, or classification and assignments.

3.4.2. 3S071. Qualification in and possession of AFSC 3S051. Also, experience performing or supervising one or more of the functions associated with preparing and maintaining PDS and manual records, personnel classification or usage, quality force management, auditing personnel records and reports, or career progression counseling.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty:

3.5.1.1. Ability to speak distinctly.

3.5.2. For award of AFSC 3S031, ability to operate a keyboard at a minimum rate of 25 words per minute (wpm).

3.5.3. For award and retention of AFSCs 3S051/71/91/00, must maintain an Air Force Network License according to AFI 33-115, Vol 2, *Licensing Network Users and Certifying Network Professionals*.

<u>MINIMUM ELIGIBILITY CRITERIA:</u>
To be accessed in the AGR program, an individual must not have been previously separated for cause from active duty or a previous Reserve Component AGR tour. Members selected for AGR tours must meet the physical qualifications outlined in AFI 48-123. Must not be under a current suspension of favorable personnel actions. Enlisted applicants who are over grade may apply, but must indicate <u>in writing</u> a willingness to be administratively reduced in grade when assigned to the position. Officer applicants cannot be reduced in grade to accept an AGR position. Officer applicants may not enter the AGR program in an overgrade status. The initial tour length is three years. Failure to become AFSC qualified within the specified period is grounds for mandatory involuntary separation from the AGR program. Must have sufficient time remaining (ETS) (MRD) to permit completion of tour of duty. Subsequent tour(s) will be based on authorized force structure in effect. PCS funds have been authorized if in the best interest of the government. See ANGI 36-101 for AGR accession requirements.
<u>THE NEVADA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER</u>
Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation. Due to restrictions in assignment to certain units some positions may have gender restrictions.